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**From:** Besch, Brianna [besch.brianna@epa.gov]  
**Sent:** 10/23/2018 7:14:37 PM  
**To:** MacDonald, Ted [MacDonald.Ted@epa.gov]  
**Subject:** RE: Jane Briefing Memo and WHO AQ Conference

Thanks Ted! Hope the CEC meeting is going well.

Brianna Besch  
Office of Global Affairs and Policy  
U.S. Environmental Protection Agency  
202-564-4146  
[besch.brianna@epa.gov](mailto:besch.brianna@epa.gov)

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**From:** MacDonald, Ted  
**Sent:** Tuesday, October 23, 2018 3:13 PM  
**To:** Bailey, Marianne <Bailey.Marianne@epa.gov>; Finman, Hodayah <Finman.Hodayah@epa.gov>; Besch, Brianna <besch.brianna@epa.gov>; Smith, Walker <Smith.Walker@epa.gov>  
**Subject:** RE: Jane Briefing Memo and WHO AQ Conference

Attached memo should also correct spelling of:  
**Key US Priorates and Areas of Concern**

Ted

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**From:** Bailey, Marianne  
**Sent:** Tuesday, October 23, 2018 2:47 PM  
**To:** Finman, Hodayah <Finman.Hodayah@epa.gov>; Besch, Brianna <besch.brianna@epa.gov>; Smith, Walker <Smith.Walker@epa.gov>  
**Cc:** MacDonald, Ted <MacDonald.Ted@epa.gov>  
**Subject:** RE: Jane Briefing Memo and WHO AQ Conference

Thanks for doing these. Just one comment on the 9am memo (whichever version you all decide to use) – in Purpose section adjust spelling of “summary”.

Same comment on the del meeting memo, plus additional edits attached. Thanks!

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**From:** Finman, Hodayah  
**Sent:** Tuesday, October 23, 2018 1:55 PM  
**To:** Besch, Brianna <besch.brianna@epa.gov>; Smith, Walker <Smith.Walker@epa.gov>; Bailey, Marianne <Bailey.Marianne@epa.gov>  
**Cc:** MacDonald, Ted <MacDonald.Ted@epa.gov>  
**Subject:** RE: Jane Briefing Memo and WHO AQ Conference

Walker, Since there is no template for internal meeting memos, I have redrafted in a different format.

If you or Marianne have any comments on the memos before 3:30 pm, we can make those changes and then send to Lakita for Jane’s book.

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**From:** Besch, Brianna

**Sent:** Tuesday, October 23, 2018 12:41 PM

**To:** Smith, Walker <[Smith.Walker@epa.gov](mailto:Smith.Walker@epa.gov)>; Bailey, Marianne <[Bailey.Marianne@epa.gov](mailto:Bailey.Marianne@epa.gov)>

**Cc:** Finman, Hodayah <[Finman.Hodayah@epa.gov](mailto:Finman.Hodayah@epa.gov)>; MacDonald, Ted <[MacDonald.Ted@epa.gov](mailto:MacDonald.Ted@epa.gov)>

**Subject:** Jane Briefing Memo and WHO AQ Conference

Hi Marianne and Walker,

Attached are the draft briefing memo's for Jane's briefing on the WHO Air Quality Conference and the US Delegation call (including talking points). If you can, please take a look this afternoon so we can get into Jane's book tonight.

Thanks,

Brianna Besch

Office of Global Affairs and Policy

U.S. Environmental Protection Agency

202-564-4146

[besch.brianna@epa.gov](mailto:besch.brianna@epa.gov)